



Dormitory Handbook

Indian Hills Community College



2012-13



Welcome to the Ottumwa Campus of Indian Hills Community College. You are now a member of the Residence Hall community. Dormitory living has many exciting facets, the most significant of which may be your personal growth and experiences. The people you meet here and the relationships you build while in the dormitory will become an important part of your life.

The guidelines in this handbook have been established to insure the rights and privileges of each member of the dormitory community. Those mutual considerations that must be made when living in a dormitory will help to promote a healthy and comfortable environment for everyone.

If you have any questions relating to this handbook or the living conditions in the halls, please feel free to discuss the situation with your Resident Assistant or Dormitory Supervisor. If they cannot answer your questions, contact Jennifer Sabourin, the Director of Housing.

This handbook will serve as your guide to the services, facilities, policies, and procedures of the halls. It is important that you read it and become familiar with its contents. Keep it in your room for future reference.

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Every effort has been made to ensure the accuracy of the information contained in this handbook. However, due to the dynamic nature of community colleges, it is to be understood that any item in this publication is subject to change by proper administrative procedure.

STAFF AND PERSONNEL

HOUSEKEEPING/MAINTENANCE STAFF: The dormitory common and guest bathrooms, hallways, lounges, and public areas are cleaned regularly by the housekeeping staff. They put forth a continuous effort to maintain the cleanliness of the dorm. **Your cooperation** in helping to keep these areas clean will be greatly appreciated. If you notice an area in need of maintenance repairs, please notify one of the dormitory staff members so they can inform the maintenance staff. Remember, it's **your dorm**.

DORMITORY STAFF: The five Dormitory Supervisors and the 23 student Resident Assistants (RAs) comprise the dormitory staff. The Dormitory Supervisor is responsible for the overall operation of the dorm and is assisted by the RAs. Their roles include advising students, answering questions about college and dormitory policies, and helping students who may have academic difficulties or may be experiencing personal problems. The RA duty schedule is posted near the RA office located in each dormitory.

SECURITY STAFF: A security officer is on hand each night and on weekends to assist students in emergency situations, enforce laws and regulations, and provide a safe environment for you. To reach security on this campus call the **SECURITY CELL PHONE NUMBER – 683-5300 or EXT. 5300 IF YOU ARE CALLING FROM YOUR DORMITORY PHONE.** (Area Code 641 for those calling from out of town.)

SERVICES

FOOD SERVICES: Meal plans are required with each dormitory contract. Students on the Ottumwa campus may choose from 3 meal plans designed to provide a wide variety of dining options. They are:

Dining Options	Cost per Term
Gold Plan	\$1450.00
Maroon Plan	\$1000.00
Warrior Plan	\$750.00
Warrior Bucks**	\$300.00

**Warrior Bucks (meal plan reduction) available to those enrolled in a clinical, internship, or preceptor. Contact the Housing Office for details.

Meals are served seven days a week, with no breakfast meal served on Friday, Saturday, or Sunday. Meals are itemized through a declining balance system, any remaining dollar amount at the end of the term will be forfeited.

Meal plan locations and serving hours are:

IHCC DINER

Breakfast	Served Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Lunch	Served Friday through Sunday	11:30 p.m. – 1:00 p.m.
Dinner	Served Monday through Thursday	5:00 p.m. – 6:30 p.m.
Dinner	Served Friday through Sunday	5:00 p.m. – 6:00 p.m.

AIRPORT CAFÉ

Breakfast	Served Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Hours of Operation: 6:15 a.m. – 2:30 p.m. – Monday through Thursday		

ATC CAFÉ

Breakfast	Served Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Hours of Operation: 6:15 a.m. – 2:30 p.m. – Monday through Thursday		

Current student IDs must be presented at each meal. Students will be expected to pay for their meals if they do not show their ID card. Contact the Housing Office in the case of a lost or stolen ID card. New ID cards are available at the Learning Resource Center at a cost of \$10 per ID card.

A meal plan change can be made within 8 days of the beginning of each term and must be made in writing with the Housing Office. No changes will be accepted beyond the following dates for each term:

Term	Meal Plan Change Deadline
Fall 2012	September 10, 2012
Winter 2012	November 29, 2012
Spring 2013	March 5, 2013
Summer 2013	June 10, 2013

A resident leaving the dormitories within the first 8 days of the term will have the remainder of his/her meal monies pro-rated and refunded to their student account, if they so choose.

For additional information on dining at IHCC to change meal plan, or to add a plan, contact Housing Office in Trustee Hall either in person or by phone at 1-800-726-2585, ext. 5152.

LOST AND FOUND: A lost and found service is maintained by the Dormitory Supervisor. We request that you turn in all found articles and notify the dorm office of any articles you may have lost.

MAIL: All residents receive an individual mailbox with a key lock. Mail will be distributed to your box Monday through Thursday and you will be informed about the arrival of packages by a note in your box. You may obtain the package by contacting a member of the dormitory staff. Please have your mail addressed to you in the following manner:

Appanoose Hall

Your Name
Appanoose Hall Room #
525 Grandview Ave.
Ottumwa, IA 52501

Trustee Hall

Your Name
Trustee Hall Box #
603 Indian Hills Dr.
Ottumwa, IA 52501

Oak Hall

Your Name
Oak Hall Box #
631 Indian Hills Dr.
Ottumwa, IA 52501

Keokuk/Mahaska Hall

Your Name
Keokuk/Mahaska Hall Box #
525 Grandview Ave.
Ottumwa, IA 52501

Wapello Hall

Your Name
Wapello Hall Box #
525 Grandview Ave.
Ottumwa, IA 52501

A lost mailbox key will result in a \$5 replacement fee.

Upon leaving the dormitories please leave a forwarding address with the Student Services office. Only first-class mail can be forwarded. Mail will be forwarded for one term only following a resident's departure.

STUDENT HEALTH SERVICES: Indian Hills Community College Student Health Services will provide campus based health services to currently enrolled students. The clinic will serve as an outreach for health promotion and disease prevention, as well as care for students in need of acute care of minor illnesses and injuries. Student Health Services will stabilize and/or arrange transportation for emergency medical care during clinic operation hours.

Student Health Services is located in Trustee Hall, first floor. Clinic hours of operation are Monday through Thursday, 7:15 a.m. – 4:45 p.m. Indian Hills Student Health Services is staffed by a receptionist and an advanced registered nurse practitioner who practices under medical protocols approved by a community physician.

Health service is provided on a first-come, first-serve basis; however, if the waiting period is inconvenient, an appointment will be set up for a more convenient time. Emergencies or urgent problems will take first priority.

All medical records are strictly confidential and no individuals other than the health center personnel will have access to them. The health center will be happy to supply any other physician with medical information about a

student, providing a written consent has been obtained from that student.

In certain circumstances the Student Health Services nurse practitioner may find it necessary to refer a student to one of the local physicians or specialists. **Responsibility for payment will belong to the student.** IHCC Student Health Services will assist students in obtaining consistent health care while on campus and will help students stay well in order to achieve their academic and vocational goals.

FACILITIES

LAUNDRY: Washer and dryers are provided in each dormitory.

The machines are easy to operate and may be used at your convenience between the hours of 10:00 a.m. and 10:00 p.m. If a machine fails to operate, place an out of order sign on it and notify the Dormitory Supervisor. It will be repaired as soon as possible.

Please remove your clothes from the washers and dryers as soon as they are finished. No dyes are to be used in the machines. The college is not responsible for unclaimed laundry.

LOUNGES: The dormitory lounges have been furnished as common areas for all resident students. This furniture may not be removed. If a resident is found with lounge furniture in their room they will be charged \$15.00 plus \$5.00 a day until the furniture is returned to the lounge.

PARKING: Dormitory students will have designated parking lots. This arrangement is necessary to avoid parking congestion and help with snow removal in the winter. Parking permits are required and must be purchased at the IHCC Bookstore. Wapello Hall residents must purchase a red parking sticker and park on the Grandview side of the dormitory.

Dormitory residents **MUST** park in the assigned lots.

Vehicles parked in "no parking" areas or in lots other than designated dormitory lots will be towed at owner's expense.

STUDENT ROOMS: Your room is your home at IHCC. You are encouraged to make use of it, decorate it, and furnish it within the limits of college policies/regulations.

You are responsible for keeping your own room clean.

The college furnishes each resident with an extra-long twin bed and mattress, chair, mirror, bulletin board, and wardrobe. Apartment-style rooms are additionally provided with a small dinette set, loveseat, chairs, and

refrigerator(s). These items are not to be removed from the dormitory rooms and, in addition, may not be taken apart. **Lofts are not allowed, except where provided by the college.** We request that furnishings attached to the structure of the building also not be removed. It is costly and difficult to reattach them and will only constitute an additional expense for you. Desks may not be stacked or flipped on end and bed frames may not be flipped or turned on the side.

WINDOWS: We ask your cooperation in keeping the dormitory windows in peak condition. Do not remove the window screens for any reason. When you leave your room please close and lock your windows. **You should never leave your windows open when you are out of the room for classes or over night.**

MICROWAVES AND REFRIGERATORS: Compact refrigerators are allowed in Oak and Trustee Halls and microwaves are allowed in all dorms. (Refrigerators are provided by the college in the apartment-style rooms.) For safety reasons, grounded surge protectors should be used and the units should be well ventilated, not placed in a closet or confined space. Only portable refrigerators up to 4.5 cu. ft. will be approved. A sign must be posted on your room door at all times indicating "Microwave in Use" if there is a microwave in your room. Signs are available from the dormitory staff. The college reserves the right to ensure compliance with safety and sanitation standards.

SMALL APPLIANCES: Hotplates or small appliances with an exposed heating element are not allowed. Hot pots and coffee pots are allowed; however, they should not be left plugged in when no one is in the room.

SPACE HEATERS: Space heaters are allowed when necessary. Only electric heaters are allowed and must be UL approved and plugged into a power strip. They should not be left running when no one is in the room. If staff members find one left on and unattended, it will be confiscated.

DOORS: Students may mount message boards on the wall outside their room with double stick tape. Pictures and other papers should not be mounted on the outside of the room due to fire codes. Do not write on the doors themselves or a damage assessment will be incurred by the room resident(s).

ROOM KEYS: A key will be issued to you when you check in. Please make it a habit to carry your key with you at all times. It is an inconvenience to all when the dormitory staff members have to unlock your door. If you should lose your key, report it immediately and a new key will be made for you. However, you will be assessed a \$20 fee for key replacement.

TELEPHONES: There are telephone jacks located in each dormitory room. Residents must provide their own telephones. Telephones listed as 900 mghz or below are compatible with the dormitory system. Local service is available at no charge. Long distance services require a calling card. Voice mail is included in the telephone system.

TELEVISION: Cable television is provided at no extra cost in all IHCC dormitories. It is recommended you bring a small portable television set in order to save space.

AIR CONDITIONING: Central air conditioning is included with each room at no extra charge. As each person's degree of comfort is different, fans are allowed in the dormitory. The central air conditioning is turned on and off as the weather dictates. Windows need to remain closed when the air conditioner is running.

INTERNET ACCESS: Wireless internet access is available in all dormitories at no extra cost. Residents must bring their own computer systems as they are not provided by the college. Contact the Housing Office for information on where to purchase the equipment needed to access the internet. IHCC will serve as the provider.

VENDING MACHINES: Bottled pop is located in some of the lounges. If a machine fails to operate properly, notify the staff person on duty.

POLICIES AND PROCEDURES

ACCIDENT AND ILLNESS: In case of an accident or illness, the Dormitory Supervisor should be notified and an accident form should be completed.

Local **Physicians** are listed in the Yellow Pages of the phone book. The telephone number of the local hospital is:

Ottumwa Regional Health Center 682-7511

ABSENCE: Please notify the Dormitory Supervisor of your destination if you are leaving campus for an extended period of time so that you can be reached in case of an emergency.

VIOLATIONS: Failure to abide by the rules set forth in this handbook will result in disciplinary action by the Dormitory Supervisor, the RAs, the Director of Housing, or the Dean of Student Services. The degree of violation, as well as the extent to which infractions also violate civil and criminal law, will determine the degree of disciplinary action. This may range from fines

to immediate suspension from both the resident halls and/or the college. Any resident asked to leave the dormitories forfeits visiting privileges in all of the dormitories for the remainder of the term. Visiting privileges may be restored pending a visit with the Director of Housing.

WARNINGS: You will receive only one warning before being fined, except during Quiet Hours (10:00 p.m. - 10:00 a.m.), when there is an automatic fine (no warning).

FINES:

Failure to abide by the rules of the dormitories will result in fines of \$15.00 increments. Excessive violations of the rules will result in disciplinary action by the Dormitory Supervisor, the Director of Housing, or the Dean of Students.

DAMAGES: You and your roommates jointly share the responsibility for the condition of your room and its furnishings. Please be as careful as possible so that unnecessary damage charges may be avoided.

Please report damages or needed repairs to the dormitory staff. These maintenance requests will be acted upon as soon as possible.

The use of nails, tape, tacks, glue, and other adhesives is not permitted due to the damage they cause to surfaces. Please use only PlastiTak in attaching posters, etc. to walls. You are responsible for removing the PlastiTak from all surfaces before you check out.

Unless the person causing damage is specifically named, the amount of damages found in your room will be split between you and your roommate(s) and deducted from your \$200 room deposit. Damage expense in excess of the \$200 deposit will be assessed to your bill. Damages occurring in the lounges and common areas or furniture and equipment missing from those areas will be charged to all residents of the hall where the lounge is located. Damages occurring on a specific wing or floor will be assessed to residents of that wing or floor if the person(s) responsible cannot be identified.

Residents are required to keep the window screen locked securely in place at all times. Windows should be locked whenever students leave their rooms for a night, a weekend, or a vacation. Occupants are responsible for the total cost of replacing screens if they are damaged. Residents will be fined whenever a screen is removed from a window.

CHECK-OUT PROCEDURES: When you are preparing to check out of the dormitories you should:

- schedule a time with an RA (at least) 24 hours prior to the time you wish to check out, if possible.

- pack your belongings and move them out.
- clean your room, including dusting, vacuuming/mopping, arranging furniture, making sure all drawers and closets are empty, and cleaning sinks, etc.
- close all blinds and close and lock all windows.
- sign paperwork and turn in keys with RA. Failure to turn in keys results in a \$50.00 key assessment.
- Failure to remove belongings and check out properly in a timely manner will result in additional fines.

STUDENT BELONGINGS: When a resident leaves the dormitories they are expected to remove all of their belongings at check-out. Any arrangements made for storage of a student's belongings will be made between the Housing Office and the student, but will not exceed 30 days. The college is not responsible for loss or damage to items stored.

ROOM AND BOARD PAYMENT: Students not registering by the first day of classes may be asked to leave the dorms by the Director of Housing or his designee.

ROOM DEPOSIT FORFEIT: A resident automatically forfeits the room damage deposit for the following reasons:

1. The resident fails to complete the room check-out form.
2. Damages have been inflicted upon the facilities which are equal to or greater than the amount of the deposit.
3. The resident moves out before the end of the contract period.
4. The resident fails to give 30 days notice if not intending to live in the dormitory during the following term.
5. The resident is expelled from the dormitory for disciplinary reasons.

ROOM DEPOSIT REFUNDS: Deposits shall be refunded to students in the term following their departure from the dorms. Contact the Housing office for refund dates or changes in address.

ROOM AND BOARD REFUND POLICIES: Room and board fees will be pro-rated and refunded to the day of departure if the student leaves the residence hall during the first 8 class days of the term. Residents who leave the dormitories on the ninth class day and beyond are entitled to no refund.

VISITING HOURS AND GUESTS: Residents may entertain friends in their rooms during specified hours of the week in compliance with visiting hours. Those hours are between 10 a.m. and 12 midnight. Only resident students and registered guests are permitted in the residence hall after 12 midnight. All other visitors must leave at that time. Only same sex guests are allowed to stay in a resident's room after 12 midnight.

Permission to have guests in the dormitory between 12 midnight and 10:00 a.m. must be obtained in advance from the Dormitory Supervisor. The consent of the roommate(s) is also required. If the guest is to use the bed of another student, permission from this student must be obtained and presented to the Dormitory Supervisor in advance. A resident may host only one guest at a time for a limit of three consecutive nights per term. Longer stays must be approved by the Dormitory Supervisor and the guest will be charged \$15.00 per night. A resident must obtain permission from the Dormitory Supervisor if they wish to house more than one overnight guest.

Guests are expected to observe the same college and residence hall policies as the residents. Residents are responsible for the conduct of their guests. Therefore, the fines/damages of the guests will be assessed to you, the dormitory resident.

Residents will be assessed \$15.00 per night for unregistered guests.

HOUSING: Student must be enrolled in approved IHCC programs in order to live in the residence hall and carry a minimum of 6 credit hours and be a student in good standing. Those students not meeting the minimum criteria must meet with the Director of Housing to determine continued residency.

PETS: Pets and animals are not permitted in the residence hall. They present sanitation, as well as other problems. Fish in small aquariums are permitted.

QUIET HOURS: Certain times during the day and evening have been set aside as "Quiet Hours" to allow for study, sleep, etc. Residents are expected to keep noise to an absolute minimum during these times. The schedule for Quiet Hours is 10:00 p.m. through 10:00 a.m.

The enforcement of Quiet Hours is the responsibility of each resident. If the activities of other residents annoy you, inform them of the problem and request that they moderate their activities. If that does not result in a satisfactory solution, the dormitory staff should be notified so they can be of assistance.

EXCESSIVE NOISE IS PROHIBITED AT ALL TIMES: Musical instruments should not be played in rooms. Doors should be closed if stereos, radios, or television sets are in use. The volume should be low enough so as not to interfere with the study or sleep of other residents.

DORMITORY SECURITY: For security purposes, all exterior doors to the residence halls are locked, with the exception of Trustee Hall. Trustee Hall open door hours are from 6:30 a.m. to 11:00 p.m. Your key also serves as your entry key to a designated outside door in your hall. Doors should not be propped open and should be shut completely.

USE OF TOBACCO PRODUCTS: Indian Hills Community College is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on college property, including in its buildings, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act.

INCENSE: The burning of incense is prohibited in all IHCC dormitories.

CANDLES: Candles are not allowed.

ROOM CHANGES: A flexible room change policy exists. You must retain your original room and roommate assignment during the first two weeks of each term. At the end of the initial two weeks and during the remainder of the term students desiring room or roommate changes or hall changes should consult the Housing Office located in the Bennett Student Services Center.

ROOM CONSOLIDATION: Multiple occupancy rooms are to be occupied at full capacity. In the case where one of the registered occupants vacates the room, the remaining resident(s) agrees to accept an assigned roommate or move to another room. This consolidation agreement is a part of the housing contract.

SOLICITING: Door to door soliciting is prohibited in the dorms, except with permission of the Dormitory Supervisor. This policy is enforced to protect you by preventing the presence of unreliable and illegal peddlers. Please report any solicitors to the Dormitory Supervisor immediately.

DORMITORY CLOSINGS: Housing at Indian Hills-Ottumwa is available year round. Only residents who make arrangements with the housing office two weeks prior to official college breaks will be allowed to stay during that time. Additional charges will apply for staying during official college breaks. Residents, who do not stay during breaks, may leave their belongings in

their dormitory room during breaks; however, the college is not responsible for lost or damaged items.

THEFT: Although most lost property is returned, we strongly recommend that you keep your room locked when it is unoccupied. We also discourage the keeping of large sums of money or valuables in your room. IHCC is not responsible for personal property which has been lost, stolen, or damaged. If a theft occurs, report it to the residence hall staff immediately.

VIOLENCE/THREATS OF VIOLENCE: Acts of violence, threats, or threatening behavior against employees, students, visitors, guests or other individuals by anyone on college property will not be tolerated. This includes, but is not limited to, intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately. Violations of this policy will result in disciplinary action which may include dismissal, arrest, and/or prosecution. Immediate threats should be reported to Security and your Dormitory Supervisor.

WEAPONS: The possession of weapons, concealed or otherwise, on college property or at any college sponsored activity is prohibited, except when required for an approved college course. "Weapons" are defined as any instrument or weapon that is specifically designed, made, or adopted for the purpose of inflicting serious bodily injury or death, including, but not limited to clubs, firearms, handguns, BB guns, paintball guns and paintballs, illegal knives, explosives (e.g., fireworks), crossbows, bows and arrows, throwing stars and knuckles. Weapons under the control of law enforcement officials are exempt.

A student who has witnessed, received, or been told that another person has witnessed or possesses any of the above should report the incident to their dormitory staff or the Dean of Student Services.

ALCOHOLIC BEVERAGES: The possession or consumption of alcoholic beverages in on-campus housing is strictly forbidden. Possession is defined as being in a room where alcohol is present. Indian Hills Community College reserves the right for immediate expulsion from the residence halls for any violation of its stated policies.

First Offense: Possession or consumption of alcohol will result in a \$100.00 fine and a mandatory alcohol assessment scheduled within one week of the notification from the Director of Housing or the Dean of Students. Failure to meet scheduled meetings may lead to removal from the dormitories.

Second Offense: A second offense of possession or consumption of alcohol will result in a \$200.00 fine and mandatory completion or enrollment in an alcohol treatment program scheduled through Indian Hills Housing Office.

No empty alcohol containers are allowed in the residence halls.

DRUG AND ALCOHOL POLICIES: Indian Hills Community College is committed to providing a drug-free environment for all students and staff. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, Presidents Drug and Alcohol Free Colleges, and the Department of Education's Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 – Public Law 101-226).

Indian Hills prohibits the possession or use of illegal drugs and alcohol on or around its property at any time except for those areas licensed under the laws of the State of Iowa. Areas where the use is prohibited include: dormitories, student campus activities, classrooms, school parking lots, roadways, leisure activity areas and all offices or work areas considered college property.

Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the college deemed appropriate within the policies of conduct prescribed and approved by the Board of Trustees.

COMMITMENT TO A DRUG FREE ENVIRONMENT: Indian Hills Community College is committed to providing a drug free environment for all students. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, President's Drug and Alcohol Free Colleges, and the Department of Education's Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 – Public Law 101-226).

SERVICES FOR STUDENTS WITH DISABILITIES: Individuals with disabilities who require accommodations or special services should contact the IHCC SUCCESS Center for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs who are requesting accommodations must document their disability by providing a written statement signed by a school counselor, physician, psychologist or other health care profes-

sional. Statements must include: (a) a description of the disability, (b) a statement of how the disability prohibits one or more major life activities and is a barrier to the student's full participation in the program, and (c) a description of the specific accommodations to be provided. (Requested accommodations must be related to the individual's specific disability).

All requests for accommodations should be made prior to enrollment.

Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa SUCCESS Center by calling (800) 726-2585, ext 5238. Centerville students should contact the SUCCESS Center at (800) 670-3641, ext. 2232. All students may also contact the Associate Dean of Student/Academic Services, (800) 726-2585, ext. 5218.

A Disability Services Handbook is available by contacting the Disability Services offices.

Disability Services, Ottumwa

Location: 132A, Efner Hall

E-mail: disabilityservices@indianhills.edu

Phone: (800)726-2585, ext. 5749

EQUAL OPPORTUNITY POLICY: It is the policy of Indian Hills Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder.

This college shall provide activities, a curriculum and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the college's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curricula, programs and services shall foster respect and appreciation for the diverse populations found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this college to recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.

Harassment of a sexual nature or with demeaning intent made from one employee to another, from an employee to a student or vice versa, or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Director of Human Resources/Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, 683-5108; Sheri Heisdorffer, Human Resources Coordinator (staff and faculty), 683-5200; Kelly Conrad, Dean of Student Services (students), 683-5159; Lyvier Aschenbrenner, Associate Dean of Student and Academic Services (students with disabilities), 683-5218; the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

SEXUAL ASSAULT POLICY: Indian Hills Community College takes every possible precaution to prevent sexual assault. Precautions that Indian Hills has taken include full-time security officers, special dorm resident lock systems, campus lighting, and student resident assistants assigned to duty nightly in the residence halls, as well as adult dormitory supervisors whose permanent residence is in the dormitories.

Steps and procedures, as well as preventive actions, are discussed in new student and dormitory orientations.

If a sexual assault should occur on campus, the person assaulted or persons having knowledge of the assault should immediately notify the local law enforcement authorities by calling 911 or (641)683-0661 in Ottumwa or (641)437-7100 in Centerville. Further, the assaulted person should contact someone nearby, be it a staff person, student, or visitor for emergency assistance. After completing these procedures, the event should be reported to either the Dean of Student Services in Ottumwa (641-683-5159), Security on the Ottumwa Campus (641-683-5300 or ext. 5300 if calling from on campus), Student Health Services office in Ottumwa (641-683-5335), the Dean of the Centerville Campus (641-856-2143), or an immediate supervisor so that counseling referrals and other assistance as appropriate can be offered to the victim.

Confidential reporting procedures are in place. Contact the Dean of Student Services office in Ottumwa for more information.

SAFETY AND SECURITY: At Indian Hills Community College, the safety and security of our students, faculty, and staff is always at the top of our agenda. With the support of our local law enforcement authorities, there is a continuing effort to keep the campus safe and secure. Full-time evening campus security, additional lighting, and the newest type of security locks have been added in the last several years in an effort to maintain an atmosphere directed toward prevention rather than reaction to crime.

With all these additions in place we do, however, realize that a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. We hope our college community will use all available resources and information, as well as common sense decisions, to help foster a safe environment for students and visitors on the Indian Hills campuses.

MISSING PERSONS POLICIES: In the event that a dormitory resident has been reported missing, the following steps and procedures will be followed:

- All available avenues of attempt will be made to locate the resident in questions. Make immediate contact to Campus Security at 641-683-5300.
- Campus Security, Dean of Students, and the Director of Housing will be immediately notified in the event a student is determined missing.
- Indian Hills administrators will notify the appropriate law enforcement agency immediately.
- Campus security will notify the student's designated emergency contact if the student is determined missing.
- Campus Security is required to notify a custodial parent or guardian of a student under the age of 18, who is not emancipated, no later than 24 hours after the student, is determined missing.
- Campus Security will immediately notify the appropriate law enforcement agency if a student who has been determined missing for more than 24 hours but did not designate an emergency contact or is an emancipated individual under the age of 18.

All dormitory residents were to provide an emergency contact number at the time of application. If none was made at that time or if a resident wishes to change their emergency contact information, please contact the Housing office. All change requests are kept confidential.

- All Indian Hills dormitory residents provided the Housing office with an emergency contact number on their dormitory application.

QUALITY OF LIFE CODE: As you read this publication you will realize that the college intentionally does not list or detail rules and regulations regarding student conduct. Indian Hills Community College strictly adheres to the philosophy of providing our students, staff, and guests a Quality of Life consistent with positive growth and development. We will work toward supporting behavior that provides for our students, staff, and guests the right to be treated with respect, courtesy, and without interference from others. Further, we will enforce penalties which may include restrictions, suspension, and/or expulsion to those who interfere with the right to quality of each individual's pursuit of occupational, personal, and educational goals.

This code will be enforced and regulated in all areas of the college environment.

SEARCH AND SEIZURE POLICY: Indian Hills Community College guarantees its students the right of privacy on its campus. However, the college reserves the right to enter rooms without advance notice for the following purposes:

1. To make maintenance repairs.
2. To conduct a safety inspection. A safety inspection may not be conducted for disciplinary purposes.
3. When there is reasonable cause to believe a danger to life, health, safety, or property exists.
4. When there is reasonable suspicion dormitory rules are being violated.

All residents should note when police conduct a search they have to meet the probable cause standard. However, school officials are held to a lower standard: reasonable suspicion. Two considerations are relevant in determining the reasonableness of a search. First, the search must be justified initially by reasonable suspicion. Second, the scope and conduct of the search must be reasonably related to the circumstances that give rise to the search, and school officials must take into account the student's age, sex, and the nature of the offense.

STUDENT CONDUCT: In any group living situation there are bound to be individual differences in habits, behavior, and other preferences. In order to create a social living situation that is acceptable and enjoyable to all, each resident must agree to abide by certain standards of conduct. The standards of conduct set forth for residents and their guests are intended to allow for a general atmosphere that encourages academic and personal growth and social interaction among the residents and staff.

Although the residence hall staff serve to provide leadership and guidance in the general area of student conduct, the responsibility of maintaining a comfortable living atmosphere belongs to all the residents. Each resident

is expected to accept this responsibility and to exercise it as a means of asserting his/her own, as well as others', rights.

Student conduct rules are structured to provide respect and protection to the rights and welfare of all students. The IHCC Board of Trustees has approved a policy that provides for the due process of individual students.

POLICY FOR STUDENT CONDUCT SUSPENSION AND DISMISSAL

- I. Suspension shall be defined to mean exclusion of a student from classes and/or activities during part of a term, but at no time more than twenty (20) school days.
- II. Dismissal shall be defined to mean the exclusion of a student from classes and/or participation in school activities for a period of time up to the end of the current term and the next term. If the student is dismissed, the student may be readmitted on terms and conditions stated in the dismissal.
- III. Standards of student conduct, the violation of which may lead to suspension or dismissal are:
 - A. Obstruction or disruption of the learning environment.
 - B. Obstruction or disruption of college students' activities or events.
 - C. Conduct which threatens or endangers other persons or college property, or which threatens or endangers other property at college-sponsored events.
 - D. Theft or damage to property owned by students, college employees, or visitors on college property or at college-sponsored events.
 - E. The unlawful entry into college-owned buildings or the unlawful use of college equipment or vehicles.
 - F. The illegal use, possession, or distribution of controlled substances, as defined by the laws of the State of Iowa while on college property or at college-sponsored events.
 - G. The possession of firearms, dangerous weapons, or explosives while on college property or at college-sponsored events.
 - H. The habitual noncompliance with health or safety regulations established either by a municipality, state, or federal government, or health or safety regulations established by the college and which the students have been informed that such regulations must be followed.
 - I. Failure to provide information when requested by the college when such information is necessary for the proper administration of the college or for accounting or reporting requirements with which the college must comply.
 - J. Plagiarism or performance by a student of an assignment for

another student submitted as the student's work. Plagiarism shall be defined to mean either copying the work of another or permitting another to copy one's work.

In the event that a student is suspected to have violated one or more of the standards of student conduct, the teacher, instructor, or administrator suspecting the student of the violation shall prepare a written statement notifying the student of the alleged violation. The written statement shall notify the student of the alleged violation and shall notify the student of the facts that tend to prove the alleged violation. The statement may notify the student that the student is temporarily restricted from attending classes and/or activities until the Dean of Students makes a decision.

The student shall be told that the student is entitled to a hearing before the Dean of Students to determine if the alleged violation is true and to determine what punishment should be administered if the alleged violation is proved. The student shall have three days from the date the statement is delivered to the student to request that the Dean of Students hold a hearing. If the student requests that a hearing be held, then the Dean of Students shall schedule a hearing to be held within three days of the date of the request. The student shall be entitled to be present throughout the proceedings and to have copies of all relevant documents. The hearing shall be closed to the public. Within two days of the hearing, the Dean of Students shall issue a decision which will include the facts that the Dean of Students found to substantiate the decision and the punishment, if any.

In the event that the Dean of Students determines that the student should be suspended or dismissed, then the Dean of Students must inform the student of the right to appeal the decision of the Dean of Students to the College President. The College President, or the President's designee, shall have the right to affirm the decision, to reduce the dismissal to a suspension, to reduce the length of the suspension, or to dismiss the proceedings altogether. All parties involved may be represented at all stages of the proceedings by an attorney. A copy of this policy in its entirety is available from the Dean of Students.

STUDENT APPEALS PROCESS:

- 1) Students shall first try to resolve their difference with the person against whom they have a complaint.
- 2) If the differences are not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
- 3) If this does not resolve the problem, the student shall meet with the appropriate department chair. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal or the program stu-

dent handbook, a written statement shall be prepared notifying the student of the alleged violation and intended action.

- 4) If the problem is not resolved, the student shall have three (3) days to request a hearing with the Dean of Students. The Dean of Students will hold a hearing within three (3) days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and considering all evidence by listening to the testimony of the student and other relevant witnesses and considering any relevant documents. Within two (2) days of the hearing, the Dean of Students will issue a decision.

GRIEVANCE PROCEDURE FOR DISCRIMINATORY PRACTICES: The following grievance procedure is for students, applicants for employment, and employees of Indian Hills Community College. This grievance procedure is also intended to coincide with the current employee grievance procedure and the Americans with Disabilities Act of 1990.

Level 1 - A person with a grievance of discrimination on the basis of age, race, creed, color, gender, sexual orientation, gender identity, marital status, national origin, religion, or disability may first discuss it with their instructor, counselor, immediate supervisor, administrator or the person most directly involved in order to resolve it informally.

Level 2 - If the grievance is not resolved at Level 1 and the grievant wishes to pursue the case they may formalize it by filing a complaint in writing within three school days to the next level of supervision with a copy going to the Dean of Students (students) or Dean of Human Resources (employees/applicants). At this time a meeting will be arranged between the grievant, the appropriate dean, and any representatives of the college involved. This formal meeting must take place within 15 school days after the written grievance has been received by the office of the appropriate dean. One additional meeting may be needed to resolve the matter. A final written decision will be supplied to the grievant by the appropriate dean or the second level supervisor within 30 school days after the receipt of the original written complaint. Should the grievance not be resolved at Level 2, the grievant may proceed to Level 3.

Level 3 - At Level 3, the grievant will present a written appeal to the college president within 10 school days after the grievant has received the report from the appropriate dean. The grievant may also request a personal meeting with the president or his/her designee.

A decision will be rendered by the president or his/her designee within 10 school days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Opportunity Commission for Mediation or Rectification of Civil Rights Grievances, or to seek private counsel for complaints alleging discrimination. No person filing a grievance will be subjected to coercion or retaliation for filing a grievance.

COMMUNICABLE DISEASES: Indian Hills Community College believes any student or employee of Indian Hills with a communicable disease should be allowed to attend to their regularly assigned duties as long as they are physically able to perform the tasks assigned them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the college. The college will make every effort, in light of the individual's circumstances, to provide the least restrictive environment for continued attendance. A complete policy is available upon request.

INFORMATION SYSTEMS ACCEPTABLE USE POLICY: Information systems are provided for the use of Indian Hills Community College students, faculty, and staff in support of the programs of the college. Access to the information systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college.

This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by IHCC. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of information systems resources for the protection of all members of the IHCC community. The college extends membership in this community to its students with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

Agreement to Comply with Policy: All users of IHCC's information systems agree to comply with the policies stated, as well as any additional guidelines established by the college for each individual information system. By use of the college information systems, users agree to comply with these and any other college policies.

Purpose of College Information Systems Resources: Indian Hills Community College information systems exist to provide a variety of services to the college community in support of instructional, research, and college business. The guidelines are intended to improve the information system services offered and provide these services in a cost-effective manner.

Academic Freedom: Consistent with other college policies, this policy is intended to respect the rights and obligations of academic freedom. As with all college resources, the IHCC community is encouraged to make innovative and creative use of information technologies in support of education and college services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the IHCC community.

Copyright and Non-Discrimination: The college policy recognizes that the purpose of copyright is to protect the rights of creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other college policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Cautionary Statement: The college cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the college cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

Consideration for Others: The information system, computing and network facilities of the college are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the college. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the college. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others, or the public purpose for which they were created.

Responsibilities of Users of IHCC Information Systems: The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at IHCC and/or on networks

to which IHCC is connected. **Use of IHCC's information systems implies consent with these policies.**

1. Access to information systems resources shall be authorized at a level to perform the educational or job function required by an individual.
2. IHCC computing and network resources are to be used for college-related communication, instruction, services, enrichment, dissemination of academic information, and administrative activities.
3. College computing facilities are a public resource and may not be used for personal profit. IHCC prohibits the use of college information systems to solicit or proselytize others for commercial ventures, religion or political causes, outside organizations or other non-work related concerns.
4. Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.
5. Users may not encroach on others' use of information systems resources. Such activities would include typing up computer resources for game playing or other trivial applications; sending frivolous or excessive messages, including chain letters, junk mail or unsolicited advertising, or other types of broadcast messages, locally or over the Internet; intentionally introducing any computer viruses or other rogue programs to the IHCC system causing physical or functional damage to systems. To respect the shared nature of the computing resources users shall not engage in deliberately wasteful practices, such as printing large amounts of unnecessary documents.
6. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable college policies. IHCC equipment and software may not be used to violate copyright or the terms of any license agreement.
7. Users may not attempt to modify or crash the college system or network facilities. Users may not attempt to break into the accounts of other users at IHCC or on the Internet.
8. Students of IHCC and guests of IHCC may not install software on any college computer. Faculty and staff may not install software on the college network. Installations on the network are the responsibility of the IHCC networking department.
9. Users must remember that information distributed through the college's networking facilities is a form of publishing. For example, anything generated at IHCC that is available on the Internet

represents IHCC and not just an individual. Even with disclaimers, the college is represented by its students, faculty and staff, and appropriate language, behavior and style is warranted.

Administration and Implementation: The information systems, facilities, equipment and accounts are owned and operated by IHCC. The college reserves all rights to the technology resources it owns and operates. IHCC may terminate any user's access and service to the information systems without notice. Communication and projects carried on by IHCC staff through college resources are assumed to be business and professional matters. The college reserves the right to examine all computer files, phone mail or e-mail if it becomes necessary for reasons including, but not limited to, the following:

1. To enforce its policies regarding harassment and the safety of individuals.
2. To prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations.
3. To safeguard the integrity of computers, networks, and data either at the college or elsewhere.
4. To protect the college against liability.

The college may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of college policies, or federal or local laws. The college reserves the right to limit access to its networks through college-owned or other computers, and to remove/limit access to material posted on IHCC-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable college policies. Abuse of information systems privileges will subject the user to disciplinary action, as established by the applicable policies and procedures of the college, up to and including expulsion from the college. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of information systems privileges may result.

IHCC and users recognize that all members of the community college are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

FIRE SAFETY REPORT

Indian Hills Community College has established fire safety policies in order to ensure the safety of our dormitory residents. Evacuation procedures have been set in place for each dormitory and are posted within the dormitory and are listed below. Each resident is asked to familiarize themselves with their particular route in the event of a fire emergency. Mandatory supervised fire evacuation drills are held in each dormitory once per term. All residents are asked to participate fully in these drills in order to ensure the timely evacuations of our dormitory buildings and the safety of our residents.

Each dormitory building is equipped with adequate fire safety systems, including fire detectors in each dormitory room in all buildings and hall-way sprinklers in Trustee and Oak Halls. The fire detectors are checked yearly to make sure they are in good working condition. The fire safety systems are checked at least once per year by appropriate fire personnel. The dormitory staff is trained yearly on fire safety policies and evacuation procedures. Fire safety policies and evacuation procedures are included in each dormitory orientation.

Residents must follow the guidelines set forth within this handbook regarding portable electric appliance, smoking, and the use of open flames within the dormitory buildings. Failure to do so will result in dormitory fines and/or expulsion from the dormitories upon the severity of the violation.

Statistics relating to the number of fires, cause of each fire, the number of fire-related injuries that require hospitalization, the number of fire-related deaths, and the value of property damage caused by a fire are logged by the Director of Housing for each dormitory. These statistics are reported to the Department of Education by calendar year in accordance with the Higher Education Opportunity Act (HEOA). Hard copies of that report may be obtained from the Housing office upon request.

Statistics: 0 fires 2011-12 school year
0 fire-related injuries
0 fire-related deaths
0 property damage due to fires

EMERGENCY EVACUATIONS

FIRE PROCEDURES: The threat of fire is always a danger in the residence hall. Fire drills will be conducted periodically to help acquaint residents with

proper procedures. In case of fire:

1. Pull the Fire Alarm
2. Call the Fire Department
3. Notify the Dormitory Supervisor
4. Evacuate the Residence Hall

If a fire alarm sounds, follow these procedures:

1. Close the windows and door (**do not lock**) in your room.
2. Proceed quickly, but cautiously to assigned stairway exit.
3. Return to the residence hall only after the building has been totally evacuated and permission has been granted by the Dormitory Supervisor or fire department official.

EXIT ROUTES:

Appanoose Hall

Rooms 101-104: Use north exit and proceed to the Trustee Hall parking lot.

Rooms 107-115: Use south exit and proceed to the Trustee Hall parking lot.

Rooms 201-207: Use north stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

Rooms 208-215: Use south stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

Rooms 301-307: Use north stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

Rooms 308-315: Use south stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

Keokuk/Mahaska Hall

Rooms 102-122: Use the lounge exit and then proceed to the Trustee Hall parking lot.

Rooms 123-129: Use the far east exit and then proceed to the Trustee Hall parking lot.

Rooms 201-205: Use the north stairwell exit and then proceed to the Trustee Hall parking lot.

Rooms 209-214: Use the center stairwell and exit through the lounge, then proceed to the Trustee Hall parking lot.

Rooms 217-222: Use the far east stairwell exit and then proceed to the Trustee Hall parking lot.

Wapello Hall

Rooms 101-114: Use the exit to the Appanoose parking lot and proceed to the point in the Wapello

parking lot farthest from the building.

Rooms 120-132: Use the exit to the Wapello parking lot and proceed to the point in the Wapello parking lot farthest from the building.

Rooms 139-140: Use the nearest exit to the Appanoose parking lot and proceed to the point in the Wapello parking lot farthest from the building.

Rooms 201-221: Use the north stairwell and exit to the Appanoose parking lot. Proceed to the point in the Wapello parking lot farthest from the building.

Rooms 222-240: Use the south stairwell and exit to the Wapello parking lot. Proceed to the point in the Wapello parking lot farthest from the building.

Trustee Hall

Rooms 213-228, 313-328, 413-428, and 513-528: Use the west stairway exit. Exit the building using the west fire exit on the first floor or the main south entrance door.

Rooms 233-248, 303-348, 403-448, and 503-548: Use the east stairway exit. Exit the building using the fire exit on the first floor or the main south entrance door.

Oak Hall

Rooms 100-115, 116-131, 207-215, 223-231, 307-315, 323-331, 407-415, 423-431: Use the north stairwell and exits.

Rooms 200-206, 216-221, 300-306, 316-321, 400-406, 416-421: Use the south stairwell and exit on 2nd floor.

If possible, use a fire extinguisher to help contain the fire. **WARNING! USE EXTREME CAUTION! DO NOT PUT YOUR SAFETY IN JEOPARDY!** Property can be replaced, but not your life.

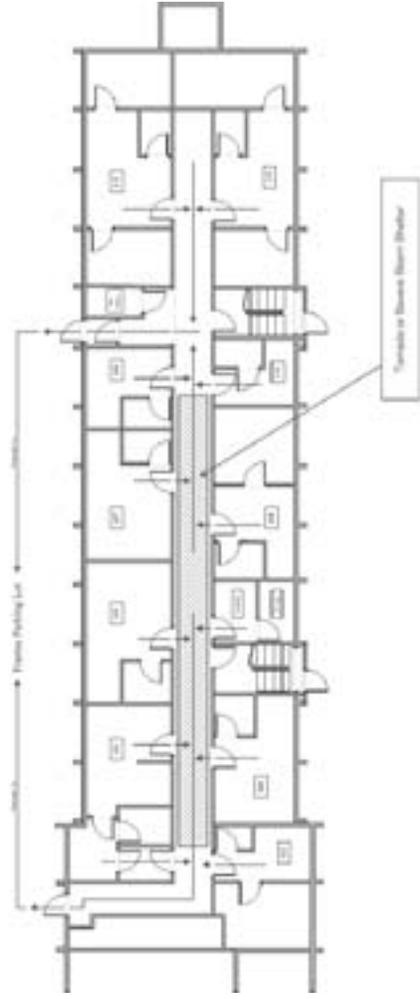
1. A small, non-electrical blaze can be extinguished with a fire extinguisher located on each floor or with a pail of water.
2. Extinguish an electrical fire, such as one caused by a frayed electrical cord, by pulling the cord from the socket and then smothering the fire with a blanket or rug. **NEVER** use water on electrical fires.
3. Your Dormitory Supervisor will instruct you as to the proper use and handling of the fire extinguishers.

NOTE: *The fire extinguishing equipment is there for everyone's safety and protection. **THE TAMPERING WITH OR MISUSE OF FIRE***



Wapello Hall 1st Floor

Appamoose Ground Floor



Appanose 1st Floor

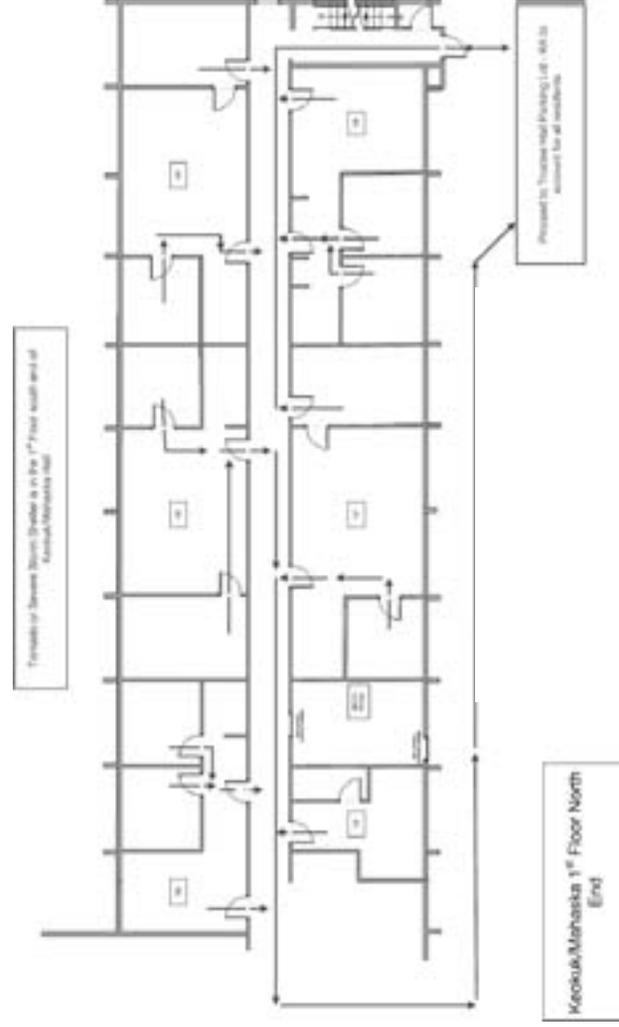


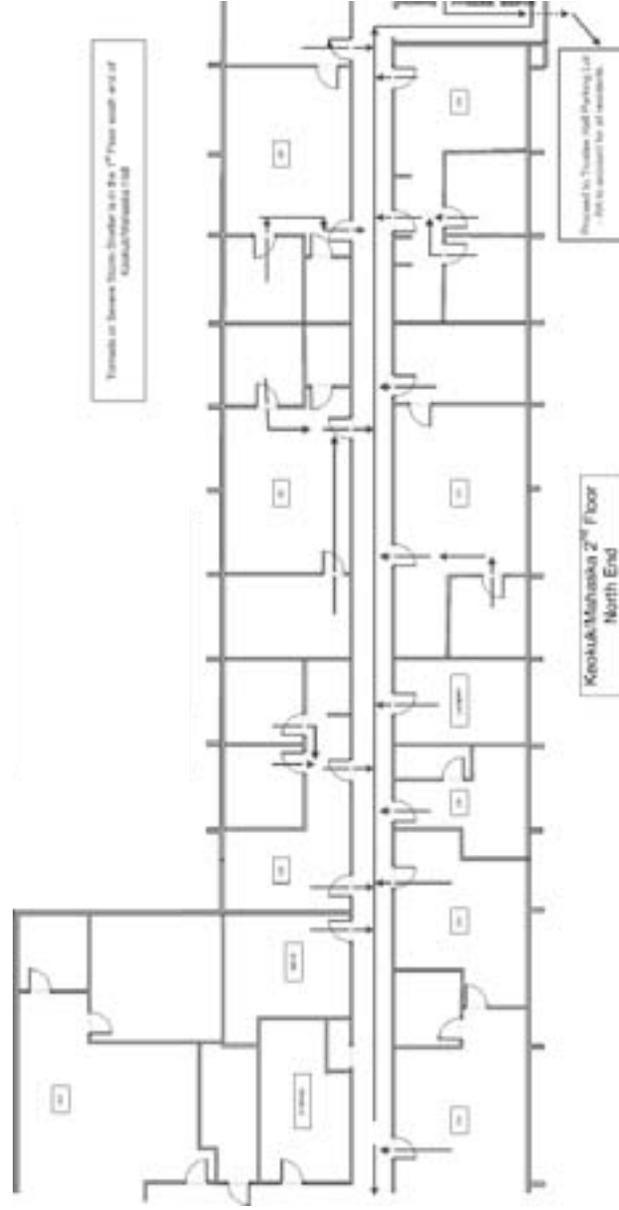
Fire escape or Staircase shown in double
is in the area between rooms 102
to 102/103 on the Ground Floor

Appanose 2nd Floor

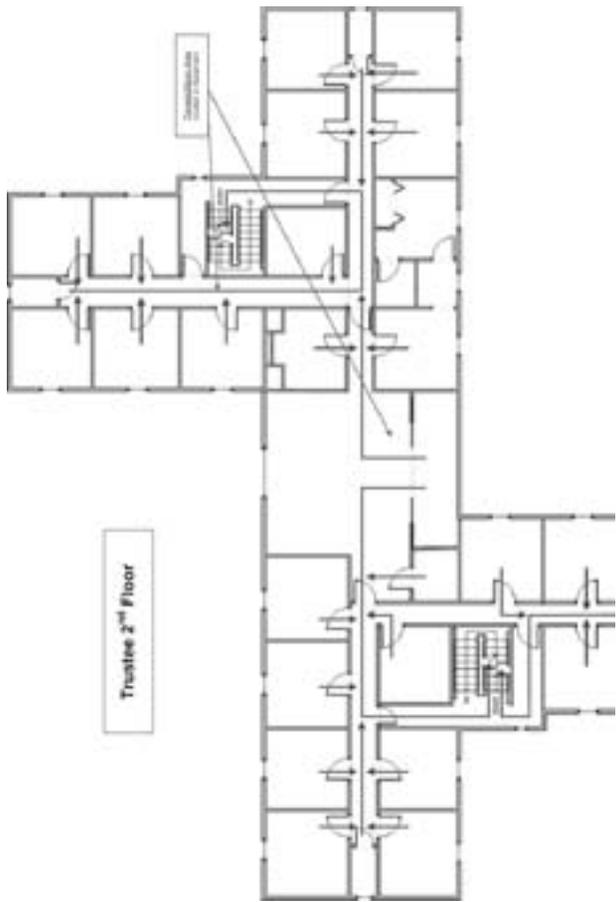


Fire escape or Staircase shown in double
is in the area between rooms 102
to 102/103 on the Ground Floor

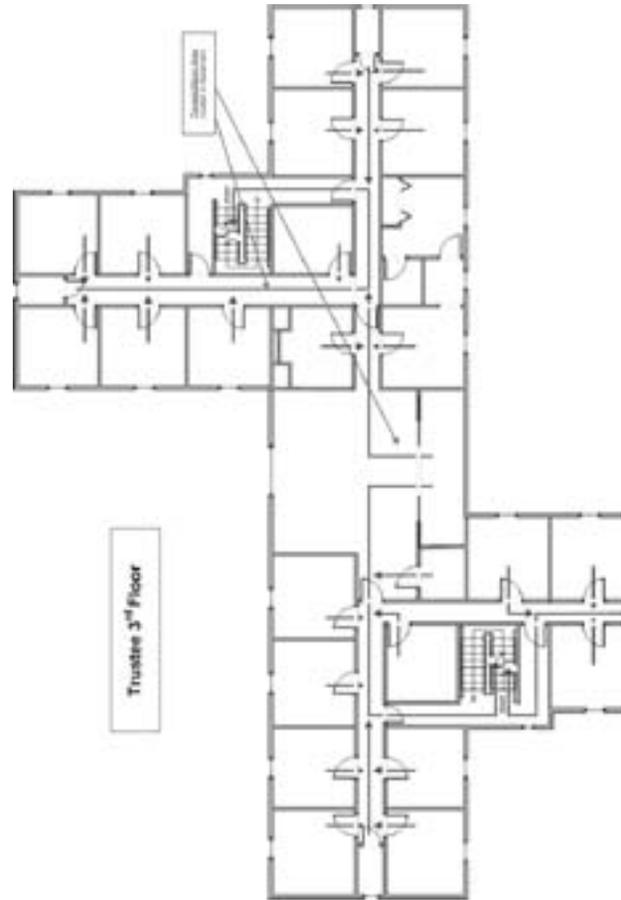






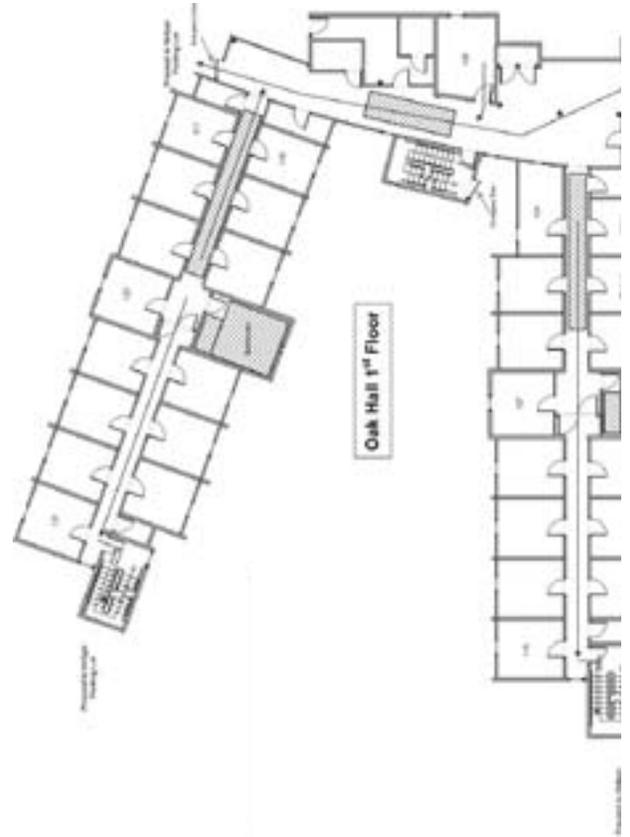
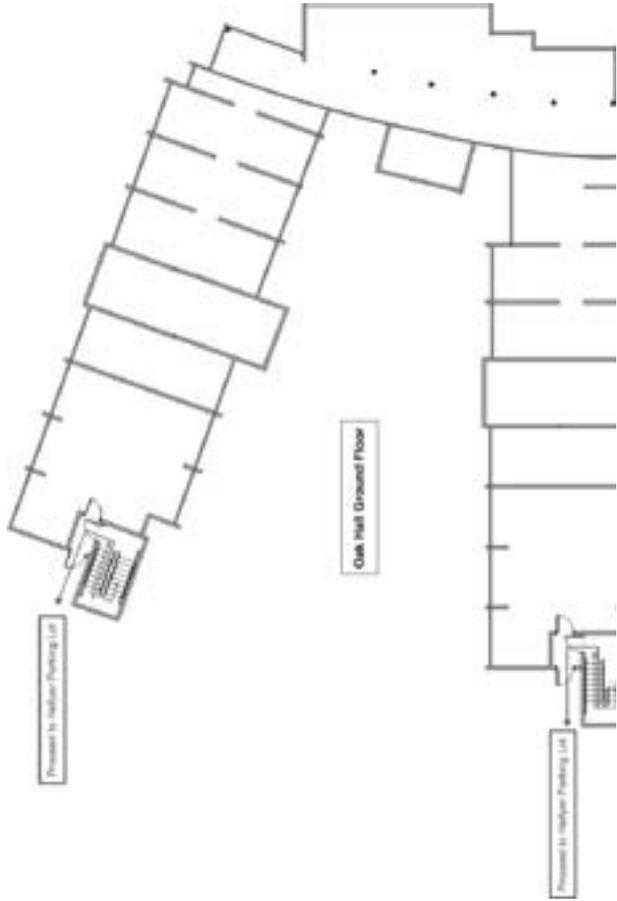


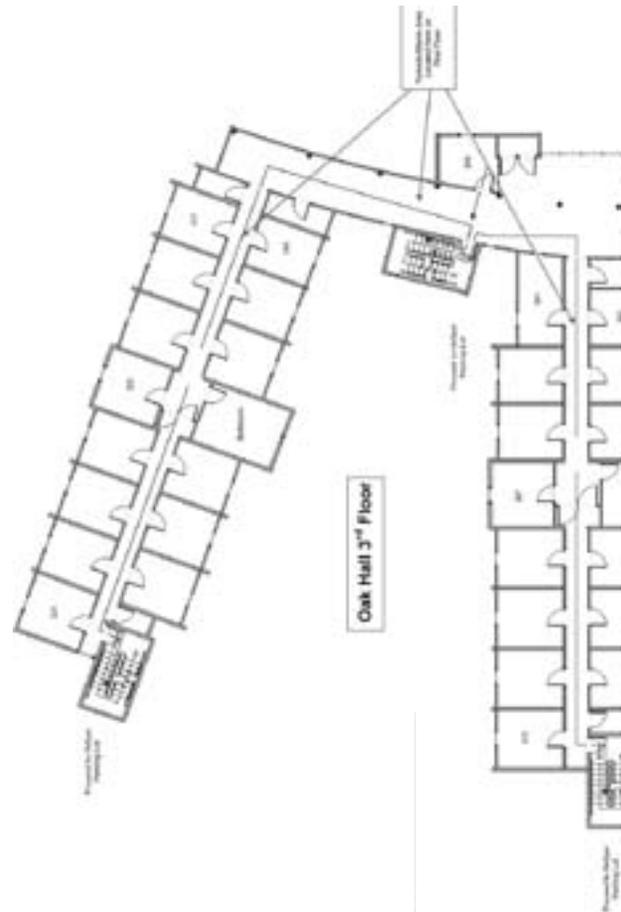
Trustee 2nd Floor



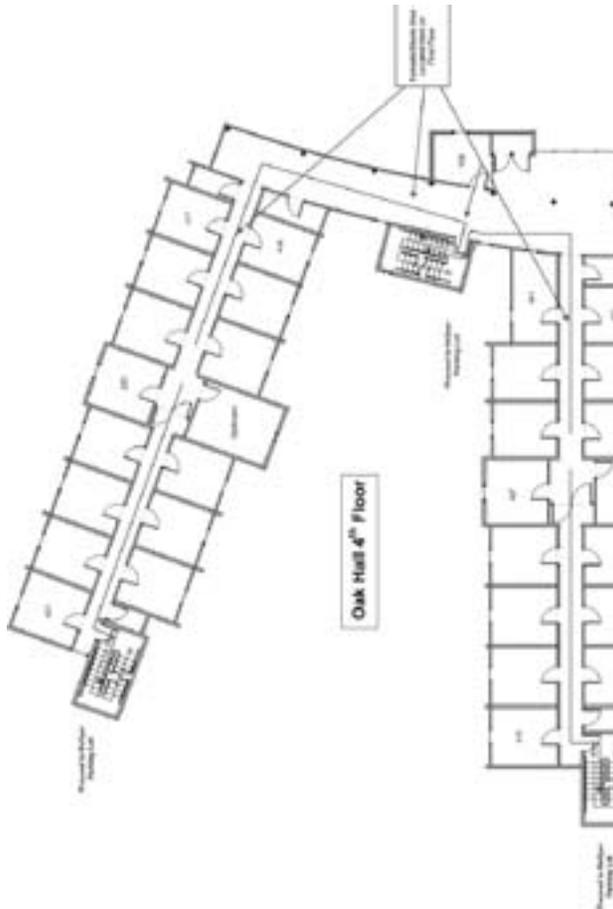
Trustee 3rd Floor







On-Campus Housing Calendar 2012 – 2013



<i>August 26, 2012</i>	<i>10:00 a.m.</i>	<i>Dormitories Open for Fall Term</i>
<i>November 14, 2012</i>	<i>5:00 p.m.</i>	<i>Check-Out Deadline for Fall Term</i>
<i>November 15, 2012</i>	<i>10:00 a.m.</i>	<i>Winter Term Check-In</i>
<i>December 20, 2012</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Winter Break</i>
<i>January 6, 2013</i>	<i>12 Noon</i>	<i>Dormitories Re-Open</i>
<i>February 19, 2013</i>	<i>5:00 p.m.</i>	<i>Check-Out Deadline for Winter Term</i>
<i>February 20, 2013</i>	<i>10:00 a.m.</i>	<i>Spring Term Check-In</i>
<i>March 28, 2013</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Spring Break</i>
<i>April 7, 2013</i>	<i>12 Noon</i>	<i>Dormitories Re-Open</i>
<i>May 16, 2013</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Early Summer Break</i>
<i>May 28, 2013</i>	<i>10:00 a.m.</i>	<i>Dormitories Open for Summer Term</i>
<i>August 15, 2013</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Late Summer Break</i>

